

RETENTION AND DISPOSITION SCHEDULE
FOR FULL-TIME COUNTY AND MUNICIPAL HEALTH DEPARTMENTS

GENERAL

1. SCOPE

This schedule applies to full-time County and Municipal Health Departments. Retention information on administrative and financial records commonly found in all offices of county government is included in Chapter 2 of the County Records Manual and appropriate sections of the Municipal Records Manual. Officers should consult with the State Archives when disposing of administrative and financial records not covered in the County or Municipal Records Manuals.

2. DISPOSITION PROCEDURES AND OTHER RETENTION REQUIREMENTS

Chapter 1 of the County Records Manual and the Municipal Records Manual deals with disposition procedures, microfilm standards, audit and other legal requirements, optical imaging policy and guidelines, and standards and procedures for electronic records. These manuals must be consulted when disposing of records covered under this chapter.

Please note that the Pennsylvania Department of Health considers the term “majority”, when used in reference to age, to be 21 years.

3. ADDITIONAL INFORMATION

For more information contact:

Pennsylvania Historical and Museum Commission
Bureau of Archives and History
350 North Street, Harrisburg, PA 17120-0090
RA-LocalGovernment@state.pa.us or
717-772-3257 or 717-783-7330

I. ADMINISTRATIVE AND SUPPORT SERVICES

A. GENERAL ADMINISTRATIVE AND LEGAL

HD-1 Minutes of the Board of Health

Retain permanently.

HD-2 Rules, Regulations, Orders, and Policy and Procedural Statements

Retain until superseded or voided.

HD-3 Annual Reports of the Health Department

Retain permanently.

HD-4 All other Reports

Retain as long as of administrative value.

For retention periods of other administrative and legal records, refer to the appropriate chapters/subchapters of the County or Municipal Records Manuals.

B. FISCAL AND PAYROLL

HD-5 Annual Audit Report

Retain permanently.

HD-6 Annual Financial Report

Retain permanently.

For retention periods of other fiscal and payroll records, refer to the appropriate chapters/subchapters of the County or Municipal Records Manuals.

C. PERSONNEL

For retention periods of personnel records, refer to the appropriate chapters/subchapters of the County or Municipal Records Manuals.

D. PUBLIC HEALTH EDUCATION

HD-7 Patient Registration File

Includes screening and/or educational clinical information on anemia, blood pressure, breast examination, diabetes, exercise, height, nutrition, smoking, stress management, testicular examination, weight, etc.

Retain 3 years after file is inactive.

HD-8 Consent Forms for Use of Patient Photographs for Publications

Retain until photograph is no longer used in publications.

HD-9 Correspondence

Refer to the appropriate chapters/subchapters of the County or Municipal Records Manuals.

E. PUBLIC HEALTH LABORATORY

HD-10 Chemistry

(1) Hi-Vol Samples and Records of Test Results of Hi-Vol Samples

Retain permanently.

(2) Air Pollution Test Results (dustfall, huey plates, and miscellaneous)

Retain 3 years.

(3) Chemical Analysis of Food, Beverages, and Ingredients

Retain 3 years.

(4) Chemical Analysis of Water and Sewage

Retain 2 years.

HD-11 Serology

(1) Rabies Report Form

Retain 2 years.

(2) Bacteriological Analysis of Food, Beverages, and Ingredients

Retain 3 years.

(3) Test Results for Syphilis

Retain 3 years.

(4) Examination for Myco-bacteria (smear culture testing for tuberculosis)

Retain 2 years.

(5) Water Bacteriology Test Results

Retain 2 years.

(6) Streptococcus Culture Test Results

Retain 2 years.

(7) Results of Infection – Viral or Other (includes Rubella, polio, herpes, hepatitis, legionnaires, etc.)

Retain 2 years.

(8) Microbiological Examination

Retain 2 years.

(9) Drug Susceptibility Studies for Myco-bacteria (tuberculosis)

Retain 2 years.

(10) Request for N. Gonorrhoea Examination

Retain 2 years.

F. VITAL STATISTICS

HD-12 Copies of Birth Certificates

Retain as long as of administrative value,

HD-13 Copies of Death Certificates

Retain as long as of administrative value.

II. ENVIRONMENTAL HEALTH SERVICES

A. AIR POLLUTION CONTROL

HD-14 Emission Inventory

Retain permanently.

HD-15 Environmental Protection Agency and Department of Environmental Resources Reports

Retain as long as of administrative value.

HD-16 Environmental Protection Agency Technical Documents

Retain as long as of administrative value.

HD-17 Program Reports (for granting purposes) to State and Federal Governmental Agencies

(1) Annual

Retain permanently.

(2) Semi-Annual

Retain 7 years.

(3) Quarterly

Retain 7 years.

HD-18 Special Study Reports

Retain 20 years.

HD-19 Air Monitoring Station Master File

Includes all information concerning monitoring stations , except air quality data.

Retain permanently.

HD-20 Data from Air Monitoring Stations

Retain permanently.

HD-21 Detailed Data from Air Monitoring Stations (computer printouts)

Retain as long as of administrative value.

HD-22 Air Pollution Episode Files

Contains pollutant index readings, orders to close down or cut back industrial emission, and related correspondence.

Retain 25 years.

HD-23 Air Pollution Case Files

Contains complaints, inspections, monitoring reports, source tests, engineering reports, legal actions, permits, and variances.

Retain 7 years after case is closed.

HD-24 Incinerator Tests, Inspection Reports, and Permits

Retain 7 years after file is closed. (Tests and inspection reports may be purged after 5 years.)

HD-25 Summary Criminal Complaints

Retain 7 years after case is closed.

HD-26 Dustfall Samples and Records of Test Results

Retain 20 years.

HD-27 Service Requests and Logs

Retain 5 years.

B. FOOD PROTECTION

HD-28 Applications for annual licenses, receipts for payment of license fees, copies of licenses, inspection reports, complaints, field activity reports, bacteriological and chemical analyses reports, notices of violation, enforcement and legal actions, and general correspondence relating to the following:

- (1) Public Eating and Drinking Establishments
- (2) Food Processors
- (3) Wholesale Food Establishments
- (4) Retail Food Establishments
- (5) Mobile Food Service Establishments
- (6) Mobile Public Eating and Drinking Establishments
- (7) Food Vendors
- (8) Temporary Food Establishments
- (9) Institutions Providing Food Service (day care centers, nursing homes, schools, hospitals, etc.)
- (10) Ice Manufacturing and Storage Plants
- (11) Summer Lunch Sites
- (12) Shellfish Plants and Retail Establishments

- (13) Organized Camps and Campgrounds
- (14) Mobile Home Parks

Retain 4 years.

HD-29 Applications for Food Service Manager/Operator Certification

Retain 4 years.

HD-30 Plan Reviews for the Construction of New or Remodeled Eating Establishments

Retain 2 years after the issuance of the permit.

HD-31 Epidemiological Reports on Food-Borne Illnesses, Outbreaks, and Complaints

Retain 7 years.

HD-32 Records Pertaining to Food Embargoes, Condemnations, and Recalls

Retain 5 years.

C. HOUSING

HD-33 Complaints, Inspections, Notices of Violation, and Related Correspondence

Retain 6 years.

HD-34 Rent Withholding Cases

Retain 7 years.

HD-35 Carbon Monoxide Tests

Retain 6 years.

D. NON-FOOD FACILITIES

HD-36 Applications for licenses, receipts for payment of license fees, copies of licenses, inspection reports, complaints, field activity reports, bacteriological and chemical analyses reports, notices of violation, enforcement and legal actions, and general correspondence relating to the following:

- (1) Organized Camps and Campgrounds
- (2) Mobile Home Parks
- (3) Agricultural (Migrant) Labor Camps
- (4) Sewage Vehicles

Retain 4 years.

HD-37 Inspections, Bacteriological and Chemical Analysis Reports, and Notices of Violation for the following:

- (1) Schools
- (2) Institutions (Includes: Convalescent homes; Nursing homes; Homes for the aged, County institutions, Maternity homes, Facilities for dependent, neglected or delinquent children, Detention homes, Day care centers, Hospitals, Schools for emotionally disturbed and retarded children, and Boarding homes.)

Retain 4 years.

HD-38 Plans, Specifications and Site Approvals for the Construction of New or Remodeled Facilities

Retain 4 years.

HD-39 Public Bathing Facilities

(1) Inspections, notices of violations, service requests, enforcement actions, laboratory results, operational reports, complaints, and general correspondence.

Retain 4 years.

(2) Plans, permits, variances, exemptions, and related records.

Retain 25 years after facility is closed.

E. NEIGHBORHOOD IMPROVEMENT CASE FILES

HD-40 Neighborhood Improvement Case Files

Retain 4 years unless superseded by contract.

F. NON-STRUCTURE/GENERAL NUISANCE RECORDS

HD-41 Service Requests (Complaints) and Investigative Reports on General Nuisances

Retain 4 years.

HD-42 Notices of Violation, Legal Actions and General Correspondence, including but not limited to the following:

- (1) Tall Grass/Weeds
- (2) Animal Fecal Matter
- (3) Odors
- (4) Filthy Conditions
- (5) Decaying Matter

Retain 2 years after final disposition.

G. PLUMBING

HD-43 Copies of Plumber's Licenses, Applications for Licenses, and Tests to Determine Licenses

Retain 7 years.

HD-44 Plans, Inspections, and Approvals to change structural plumbing

Retain 5 years.

H. SEWAGE

HD-45 Records relating to individual properties

Plans and specifications for on-lot sewerage prior to construction, applications for permits, inspections, test results, copies of permits issued, notices of violation, and related records.

Retain until system is replaced or property is connected to a public sewage treatment system.

HD-46 Records relating to Subdivisions (on-lot disposal)

Plans, specifications, sewage planning module components, county subdivision applications, and related records.

Retain 5 years after last lot developed.

HD-47 Records relating to Subdivisions (public sewerage)

Plans, specifications, sewage planning module components, county subdivision applications, and related records.

Retain plans and specifications permanently.

Retain other records 5 years after completion of project.

HD-48 Records relating to Public Sewage treatment systems, sewer line extensions, and pumping facilities as required by the Clean Streams Act

Plans, specifications and permits, National Pollution Discharge Elimination System permit applications (NPDES), and related records.

Retain permanently.

HD-49 Operating Records for sewage treatment systems, sewer line extensions, and pumping facilities

(1) Case Files, including inspection reports, notices of violation, laboratory results, investigations, complaints, enforcement actions, and related correspondence.

Retain 25 years after case is closed.

(2) Operational Reports and Discharge Monitoring Reports.

Retain 3 years.

HD-50 Area Wide Surveys (Sewage)

Including laboratory results, photographs, questionnaires, reports, and related correspondence.

Retain 8 years after installation of public sewer lines.

I. SOLID WASTE MANAGEMENT

HD-51 Solid Waste Case Files (Landfills)

Consisting of inspections, notices of violation, sampling reports, applications for landfill permits, complaints, reviews of proposed sites, daily disposal logs, groundwater monitoring records, module 1 applications, and related correspondence.

Retain 30 years after lifespan of facility.

J. TRANSPORTER RECORDS

HD-52 Log Books, Permit Applications

Including vehicle information, notices of violation, related correspondence, inspection reports, and operational reports.

Retain 4 years.

K. VECTOR CONTROL

HD-53 Complaints, Investigations, Field Contact Reports, and Related Correspondence

Retain 4 years.

L. WATER QUALITY

HD-54 Inspections, Tests, Monitoring Reports, Chemical Analyses, Service Requests, Supporting Documentation and Correspondence relating to the following:

(1) Streams and Lakes.

Retain 32 years.

(2) Public Drinking Water (Community and Non-Community Water Supplies)

Retain 12 years except sanitary surveys, annual water supply reports, emergency response plans, and operations and maintenance plans, which may be discarded when updated.

(3) Private Water Supplies.

Retain 2 years except permits which should be retained for 10 years.

HD-55 Epidemiological Reports of Water-Borne Illnesses, Outbreaks, and Complaints

Retain 12 years after resolution of case.

HD-56 Area-Wide Surveys (Drinking Water)

Including laboratory reports, photographs, questionnaires, reports, and related correspondence.

Retain 8 years after installation of public water lines.

M. ENVIRONMENTAL REVIEW OF MUNICIPAL PARKS (UNDER 500M PROGRAM PENNDER)

HD-57 Environmental Review of Municipal Parks (under 500M program) PennDER

Retain 7 years.

III. PERSONAL HEALTH SERVICES

A. ADULT HEALTH RECORDS

HD-58 Blood Pressure Screening Program Records

Retain 3 years after last entry.

HD-59 Preventive Teaching Program Records

Includes progress notes on what is taught and discussed on nutrition, physical and emotional adjustments to the aging process, personal safety, housing, transportation, community social resources and health problems.

Retain 7 years after last entry.

HD-60 Adult Health Clinic Patient Records

Includes biographical information, family and personal health history, diet, medications, progress notes on pulse, weight and blood pressure, consents, correspondence, etc.

Retain 7 years after last entry.

HD-61 Adult Health Conference Evaluation Forms

Retain as long as of administrative value.

B. DISEASE CONTROL PROGRAM

HD-62 Communicable Disease Control Patient Files

Includes biographical information, Visi registers, medical histories, authorizations for treatment, physical examinations, diagnosis and treatment reports, problem lists, progress notes, etc. on the following diseases:

Anthrax, Botulism, Cholera, Dengue, Leprosy, Plague, Poliomyelitis (paralytic and non-paralytic), Q Fever, Rabies (human), Rubella Syndrome (congenital Rubella), Smallpox, Tetanus, Trachoma, Tuberculosis, Trichinosis, Typhoid Fever, Typhus (Murine and European), and Yellow Fever

Amebiasis, Brucellosis, Diptheria, Gonorrhoea, Encephalitis (primary and post-infectious), Rocky Mountain Spotted Fever, Shigellosis, Hepatitis, Malaria, Meningococcal Infection, Psittacosis, Syphilis, Tularemia, Venereal Disease, Aseptic Meningitis, Food Intoxication (Clostridial, Staphylococcal and other), Measles (Rubeola), Rubella, Whooping Cough, and Rheumatic fever.

Retain 7 years after discharge. If a minor, **retain** 7 years after majority.

HD-63 Tuberculosis Control Program

(1) Patient Tuberculosis (TB) Master Card

Retain permanently.

(2) Patient Files for Proven TB cases which includes vital statistics, X-ray and test results, diagnosis, consents for treatment, biographical information, health assessments, progress notes, etc.

Retain 7 years after discharge. If a minor, **retain** 7 years after majority.

(3) X-rays

Retain 7 years.

(4) X-rays Information Card File

Retain 7 years.

(5) Prophylactic Card for Medication

Retain 7 years.

(6) Summary of TB Testing

Retain 7 years.

(7) Patient Files for TB Cases Not Proven which includes biographical information, test results, contact information, etc.

Not Proven – **Retain** 7 years after file is inactive.

Negative – **Retain** 3 years after file is inactive.

HD-64 Sexually Transmitted Disease Control Program

(1) Summary Cards of Information from Patient's Charts

Retain until former patient's 75th birthday, or 1 year after termination of treatment if patient was 75 years or more.

(2) Clinical Charts of Patients which includes biographical information, medical histories, clinic registrations, authorizations, physical examination reports, lab slips, diagnosis, administration of treatment records, problem lists, progress notes, records of patient education, etc.

Retain 7 years after last visit. If a minor, **retain** 7 years after majority.

(3) Negative Blood Tests

Retain 1 year.

HD-65 Adult Immunization Program

Includes lists of immunizations administered, records of illnesses following vaccinations, and consent forms or signature cards.

Retain a minimum of 10 years (excluding minors) following the end of the calendar year in which consent was signed, unless a pending claim is involved. Then **retain** until final disposition of claim or litigation (including appeals).

HD-66 Animal Bite Control Program

(1) Registration Certification for Animal Rabies Vaccinations

Retain 4 years.

(2) Animal Bite Incident Files which includes owners of animals, descriptions of animals, medical histories of animals and persons bitten, description of injuries, hospital report forms, and correspondence to people bitten and animal owners

Retain 3 years after file is closed.

HD-67 AIDS/HIV Records

Includes biographical information, medical histories, clinic registrations, authorizations, physical examination reports, lab slips, diagnostic and treatment records, progress notes, patient education records, blood tests, etc.

Retain 3 years after file is inactive.

C. CHILDREN'S DENTAL HEALTH TREATMENT RECORDS

HD-68 Children's Dental Health Treatment Records

Includes treatment charts, permissions for treatment, appointments, dental histories of patients, etc.

Retain 7 years.

D. MATERNAL AND CHILD HEALTH PROGRAMS

HD-69 Pre-Natal Patient Clinical Records

Includes records of pre-natal examinations, medical histories, consents for releases of confidential information, pre-natal pre-admission forms, fetal activity charts, etc.

Adults - **Retain** 7 years after file is inactive.

Young Mothers (under 21 years of age) – **Retain** 7 years after majority.

HD-70 Infant and Child Health Services Records – Patient File

(1) General Patient Information which includes record intake sheet, child's birth and medical histories, child health data base, health conference location, family history, nutritional history and current diet, maternal history, child flow sheet

Retain 7 years after child reaches majority.

(2) Child Development Information which includes child activity records, growth charts, observations and findings on physical, social/psychological, and mental development, family counseling records, etc.

Retain 7 years after child reaches majority.

(3) Immunization Records which includes records of childhood communicable diseases, lists of immunizations administered, immunization consent forms or signature cards, etc.

Retain 7 years following the end of the calendar year in which the minor reaches majority, but never less than 10 years following the end of the calendar year in which consent was signed, unless a pending claim is involved. Then **Retain** until final disposition of claim or litigation (including appeals).

(4) Screenings which includes infant and pre-school health records, developmental screening tests, tests on eyes, ears, heart, etc.; TB, dental, hemoglobin, and disease screenings; early periodic screening diagnostic treatment program records; and lab slips

Retain 7 years after child reaches majority.

(5) Health Problems which includes physical examination and assessment records, health problems list, episodic problems, plan and progress notes, parental consents for treatment

Retain 7 years after child reaches majority.

HD-71 Women, Infants, and Children Nutritional Program (WIC)

(1) WIC Family Health Records which includes WIC Program applications, participant registrations and agreements, notices of ineligibility, certifications, progress notes, nutrition/diet records, commodity lists, income determination and verification records, proxy authorizations for receipt of food checks, food vendor monitoring forms, etc.

Retain 3 years after last entry or until all issues are resolved.

(2) WIC Financial Records (see the appropriate chapters/subchapters of the County or Municipal Records Manuals.)

HD-72 Childhood Lead Poisoning Prevention Program

Screening Records may include parents' screening consent, laboratory test results, face sheet, patient diagnosis, treatment information, inspection report, notice of violation, correspondence, notice of legal action and index cards.

Positive results – **Retain** 7 years after child reaches majority.

Negative results – **Retain** 3 years after child's sixth birthday.

E. PHARMACY

HD-73 Pharmacy Records

(1) Prescriptions for Medicine

Retain 5 years.

(2) Daily Operating Records which includes orders filled and stock inventory

Retain 5 years.

(3) Fiscal Records (see the appropriate chapters/subchapters of the County or Municipal Records Manuals.)

F. PUBLIC HEALTH NURSING AND HOME CARE SERVICES

HD-74 Public Health Nursing and Home Care Services

(1) Family Data Record which includes families' names, addresses, immunization charts; diagnosis of family members; family health; social and economic histories; housing and environmental status of families; etc.

Retain 7 years after file is inactive.

(2) Visiting Nurses' Assessment Records which includes therapists' comments, doctors' recommendations, notes on all services, authorizations for treatment and examination, family plans of action, goals, and dates goals are met

Retain 7 years after file is inactive.

(3) Nursing Care Report Forms – reasons for nursing care, teaching goals and discussions, observations, changes made, supervision of plans, therapy report forms, etc. relating to the following:

- (a) Rape/Incest
- (b) Child Abuse and Neglect
- (c) Birth Defects
- (d) Hygiene
- (e) Sudden Infant Death Syndrome
- (f) Lead Poisoning
- (g) Cardiac Services
- (h) Cystic Fibrosis
- (i) Orthopedic
- (j) hearing/Speech
- (k) Cleft Palate
- (l) Hemophilia
- (m) Phenylketonuria (PKU) Tests
- (n) Pre-natal and Infant Care Counseling for Mothers
- (o) Other Rehabilitation Services

Retain 7 years after file is inactive.

(4) Health Insurance Records which includes billings, cost reports, medical records and home health agency physician material.

Retain 5 years after the month the cost report is filed with the intermediary.

G. SOCIAL SERVICES CASE FILES

HD-75 Social Services Case Files

Retain 5 years after file is inactive.

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